



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

*To enrich lives through effective and caring service*

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

June 1, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROPRIATION ADJUSTMENT TO TRANSFER WORKPLACE  
RETRAINING FUNDS APPROVED  
IN BARGAINING FOR EMPLOYEES REPRESENTED  
BY SEIU LOCAL 660 (3-VOTE)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve an appropriation adjustment transferring \$322,000 from the Department of Human Resources' Service Employees International Union (SEIU) Local 660 Labor Management Training Fund to specified departments to implement training programs for employees represented by the Local 660 as approved in bargaining and by the SEIU Local 660 Labor-Management Committee.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This Office and the SEIU Local 660 Joint Labor-Management Training Fund Committee have identified and approved training programs that require budgetary actions by your Board before the end of the Fiscal Year 2003-04. This letter reflects recommended funding allocations to the following departments:

Department/Budget Unit	Description of Program	Amount
Beaches & Harbors	Commercial Drivers Training & Safety	\$100,000
Community & Senior Services	Customer Service	\$20,000
Coroner	Computer Training and Defensive Driver's Training	\$11,000
District Attorney	Business Writing	\$25,000
Fire Department	Business Grammar	\$18,000
Parks & Recreation	Turf Landscape; Train the Trainer; Hands on Computer; Business Skills; Speed Reading & Number Skills and Computer Training	\$141,000
Probation	Clerical Training	\$7,000
<b>TOTAL</b>		<b>\$322,000</b>

#### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

Funding for these programs is consistent in Countywide Strategic Plan objectives related to Workforce Excellence. Management and the SEIU Local 660 Joint Labor-Management Committee recognize the importance of training and career development of employees within the Unit in order to have a stable, highly qualified and effective workforce in the delivery of services to the public.

#### **FISCAL IMPACT/FINANCING**

This recommendation will effect the transfer of \$322,000 approved in the Fiscal Year 2003-04 Adjusted Allowance to identified departments for implementation of training programs approved by the SEIU Local 660 Joint Labor-Management Committee.

Funding for this recommendation is available from the Department of Human Resources' SEIU Local 660 Labor Management Training Fund.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On December 16, 2003, your Board approved the Memoranda of Understanding, Article 33, with SEIU Local 660, which authorized \$1.5 million for Workplace Retaining fund activities. The funding is allocated in the following programs areas, and managed by Joint Labor-Management Committees:

- Workplace Retraining
- Clerical, Supervisory Clerical and Office Services
- Office Ergonomics

The Honorable Board of Supervisors  
June 1, 2004  
Page 3

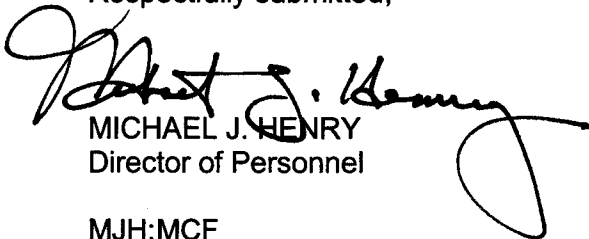
The primary purpose of these funds is to provide retraining for employees adversely affected as a result of organizational restructuring and/or reengineering ordered by the Board of Supervisors. In addition, these parties agreed that the Joint Labor-Management Committee may utilize all, or any portion of, the training funds to provide training to enhance skills, and career development for employees in specific bargaining units represented by SEIU Local 660.

The purpose of this appropriation adjustment is to allocate funding to the specified departments to train and/or retraining to employees represented by SEIU Local 660 as previously specified.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this recommendation would allow your Board to provide training and/or retraining to employees represented by Local 660 as previously specified.

Respectfully submitted,



MICHAEL J. HENRY  
Director of Personnel

MJH:MCF  
GCJ:EPG

**Attachments**

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller  
Beaches & Harbor  
Community & Senior Services  
Coroner  
District Attorney  
Fire Department  
Parks & Recreation  
Probation Department

BA-FORM

COUNTY OF LOS ANGELES

DEPT'S.

REQUEST FOR APPROPRIATION ADJUSTMENT  
HUMAN RESOURCES

NO.

May 20, 2004

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO  
ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR  
ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

**FY 2003-04****3-VOTE**


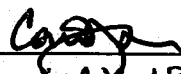
SEE ATTACHED FOR DETAILS

JUSTIFICATION

The purpose of this appropriation adjustment is to allocate funding to the specified departments to  
train and/or train employees represented by SEIU Local 660.

  
DIRECTOR OF PERSONNEL

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR—	ACTION	APPROVED AS REQUESTED <input checked="" type="checkbox"/>	AS REVISED
<input checked="" type="checkbox"/> RECOMMENDATION		MAY 20 20 04	 CHIEF ADMINISTRATIVE OFFICER
AUDITOR-CONTROLLER BY 		APPROVED (AS REVISED): BOARD OF SUPERVISORS	20
NO. 295	MAY 18 20 04	BY	DEPUTY COUNTY CLERK

**BUDGET ADJUSTMENT  
HUMAN RESOURCES DEPARTMENT  
LOCAL 660 TRAINING FUNDS  
FISCAL YEAR 2003 - 2004**

(3-VOTE)

**SOURCES:**

**Department of Human Resources  
Services and Supplies**

A01 - HM - 11201 - 2000                      322,000

**Fire Department  
Operating Transfer In**  
DA1 - FR - 40111 - 9911

18,000

**TOTAL                      340,000**

**USES:**

**Beaches and Harbor  
Services and Supplies**

A01 - BH - 27510 - 2000                      100,000

**Community & Senior Services  
Services and Supplies**

A01 - CS - 26560 - 2000                      20,000

**Coroner**

**Services and Supplies**

A01 - ME - 19150 - 2000                      11,000

**District Attorney**

**Services and Supplies**

A01 - DA - 14030 - 2000                      25,000

**Parks and Recreation**

**Services and Supplies**

A01 - PK - 27640 - 2000                      141,000

**Probation**

**Services and Supplies**

A01 - PB - 17390 - 2000                      7,000

**Department of Human Resources**

**Operating Transfer Out**

A01 - HM - 11201 - 6100                      18,000

**Fire Department**

**Services and Supplies**

DA1 - FR - 40111 - 2000                      18,000

**340,000**

BA# 295,

5-18-04